geOrgia.gov

Survey Tool Development Requirements
Complete and return this form to <u>creative@gta.ga.gov</u> or fax it to 404-657-7956.

Section 1: Agency Information

Requesting Agency:

Requested By:
Name: Title:

Phone: Email:

Brief Description of Request:
_____ Join **georgia.gov**
_____ Other:

Section 2: User Set Up

Provide details about the user(s) you want created as Survey Creators for your agency. In the Release Notes column, indicate "yes" if user should receive periodic updates on the system.

Name	Email	Phone	Release Notes

Available Roles:	**Survey Creator** – Ability to create and manage surveys; view surveys and survey results and statistics; and export and delete surveys and data.

List the person 'who will be responsible for requesting user and template changes.

Template Requestor Name: _____

Does this request affect a user already set up from a previous survey set up? _____ Yes _____ No
If yes, explain. _____

Section 3: Additional Support Required

Indicate any support or guidance you might need from GTA (resources will be determined based on need and availability).

___ Graphic Creation (for your logo)
___ Training

Please confirm below the necessary client configuration for using the Survey Tool and for training purposes:

___ WinZip (This is the format the system exports the survey data to)

___ Internet Connection with Browser (5.5 or greater for Admin role)

___ Workstation suitable for training (does not have to be vacant, but should allow enough space for several people to participate in the training sessions)